

Visiting Representative Name: _____
Jurisdiction/City or County: _____

Site #1	CalRecycle ID:	-	-	Date:	/	/
Center Name:						
Street Address:						
City/Zip:						
Employee Name:						
Site #2	CalRecycle ID:	-	-	Date:	/	/
Center Name:						
Street Address:						
City/Zip:						
Employee Name:						
Site #3	CalRecycle ID:	-	-	Date:	/	/
Center Name:						
Street Address:						
City/Zip:						
Employee Name:						

[illegible]

Comments
Site #1:
Site #2:
Site #3:

Follow-up
Site #1:
Site #2:
Site #3:

Procedural Instructions

1. Site visits should be conducted in a relaxed manner rather than a formal inspection.
2. Contact the center operator or manager prior to the visit.
3. Once you arrive at the establishment, make sure that the certificate is visible.
4. Explain the purpose of the visit to the manager or operator.
5. Complete the top portion of the form and then go over the checklist questions with the manager or operator.
6. Provide any necessary materials based on their response to the checklist and review with them.
7. Explain your local program efforts and discuss ideas for collaboration.
8. Ask for input or comments on the program.
9. Write any comments in the comment section.
10. Indicate any future action needed in the follow-up Section.
11. Call CalRecycle staff at (916) 341-6457 or FAX (916) 341-6455 if:
 - The operator or location of the center has changed;
 - The operator is no longer interested in being certified;
 - The center or business has closed;
 - The center is temporarily unable to accept used oil (remodeling);
 - A pattern of turning away the public is suspected;
 - The operator is reluctant or unable to meet the center requirements.

If you have any other issues, please contact CalRecycle staff.